



# PROCEDURE

# HR-109

## AVAILABILITY AND USE OF NALOXONE IN SCHOOLS

<b>Superintendent Responsible:</b> Superintendent of Education: Human Resources	<b>Initial Effective Date:</b> 2019/11/25
<b>Last Updated:</b> 2024/02/27	<b>Next Review Date:</b> 2028/02/28

### Purpose:

To establish emergency response procedures if an individual experiences an opioid-related overdose on Grand Erie District School Board (Grand Erie) schools and facilities.

### Guiding Principles:

Grand Erie recognizes the potential need for emergency medication to a student or other individual who becomes ill, injured, or unconscious from an opioid-related overdose while on school or facility property.

Grand Erie recognizes that, if an emergency administration of medication is required, *the Good Samaritan Act (2017)* protects any individual who administers such medication by stipulating that such individual cannot be held liable for any harm or damage resulting from their actions, as long as they have acted in good faith in administering the medication.

### 1.0 Procedures

- 1.1 School first aid responders in Grand Erie will administer naloxone in response to opioid overdose.
- 1.2 Grand Erie will ensure each school and support centre has at least one naloxone kit available. The School Administrator(s) will immediately communicate the need for a replacement kit to the Manager of Health and Safety.
- 1.3 The Manager of Health and Safety will monitor expiry dates of all naloxone kits and replace them in a timely manner.
- 1.4 Each School Administrator will ensure that all employees are aware of the locations of naloxone kits within the school.
- 1.5 Each school and facility will have at least two employees trained in the administration of naloxone. Grand Erie will ensure that naloxone administration is a component of all first aid training.
- 1.6 Each school and facility will prominently display overdose-response materials, e.g., "S.O.S. Opioid Overdose" poster, "5 Steps Can Save a Life" poster. In elementary schools, the office area would be an appropriate location, as would elementary washrooms. In secondary schools, appropriate locations would be the office area, washrooms, and guidance offices.
- 1.7 School Administrators will ensure that each administration of naloxone is recorded. An OSBIE Incident Report will be used in situations where the victim is a student or visitor; an Employee Injury Report will be used where the victim is a Grand Erie employee.
- 1.8 Each Grand Erie school will work with their local health unit to maintain an effective means of distributing naloxone kits to students, employees, or parents/caregivers.

### 2.0 Signs and Symptoms of Opioid Overdose

- 2.1 The school's first responder will identify opioid overdose in the course of standard first aid assessment. The following are signs and symptoms of opioid overdose:
  - Unresponsive to stimulus (shake their shoulders and shout their name)
  - Slow or no breathing

- Bluish lips and fingernails
- Body is limp
- Deep snoring or gurgling sounds
- Vomiting
- Pinpoint pupils

### **3.0 Dispensing of Naloxone**

- 3.1 Grand Erie employees will administer naloxone in the event of an opioid-related emergency on school and facility properties.
- 3.2 Grand Erie employees will not dispense naloxone kits proactively to students or employees, even if they are clients of the local health unit.
- 3.3 The local health unit may dispense naloxone kits proactively to students or staff on Board property.

### **4.0 Emergency Response**

- 4.1 If the individual is unresponsive and/or experiencing any of the opioid-related overdose signs and symptoms, staff will:
  - Call 911 immediately
  - Access a naloxone kit from the nearest location
  - Administer naloxone
    1. Peel back the tab of the naloxone nasal spray container
    2. Place thumb on plunger and one finger on each side of the nasal applicator (do not press plunger/do not prime)
    3. Insert tip of nozzle into one nostril
    4. Support the victim's neck
    5. Press plunger into nostril
  - If the individual wakes up and/or breathing is restored, place the person into recovery position and stay with them until EMS arrives
  - If individual does not wake up and is not breathing, begin CPR
  - After 2-3 minutes, give the second dose of the naloxone Nasal Spray kit into the other nostril
  - If the individual wakes up and/or breathing is restored, place the person into recovery position and stay with them until EMS arrives
  - If individual does not wake up and isn't breathing, continue with CPR until EMS arrives
  - Once the ambulance has arrived, employees will provide paramedics with a verbal report of care provided.
- 4.2 Post-Emergency
  - Employees will complete an OSBIE Incident Report (if the victim was a student or a visitor) or an Employee Injury Report (if the victim was a Grand Erie employee) and submit it to their School Administrator(s), or Designate.
  - The School Administrator(s), or Designate will immediately contact their Superintendent.
  - As soon as appropriate after experiencing an opioid-related incident, the School Administrator will de-brief with employee(s), who should be made aware of available supports (e.g., Employee Assistance Program). The School Administrator should also consult with the Traumatic Events Response Team.

#### **Reference(s):**

- Brant County Health Unit Memo of Understanding – Naloxone
- [Good Samaritan Act \(2017\)](#)
- Employee Injury Report
- OSBIE Form

# 5 Steps Can Save a Life!

1



**SHAKE** at the shoulders  
**SHOUT** their name

2



**CALL 9-1-1**  
If unresponsive

3



**NALOXONE**  
- Give Naloxone at any time  
- Insert tip of nozzle into one nostril and press the plunger firmly

4



**PERFORM RESCUE BREATHING AND/OR CHEST COMPRESSIONS**

5



**IS IT WORKING?**  
If **NO** improvement after 2-3 minutes:  
- Administer a second dose of Naloxone  
- Continue with chest compressions



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